OSHINGBADE

Oshingbade.380384@2freemail.com

**JOB/CAREER OBJECTIVE**: To render my services to a well-structured organization that lays emphasis on career development, professional and personal excellence.

**PERSONAL DATA**

Sex: Female

Marital Status: Married

Languages spoken: English and Yoruba

# EDUCATION

**2006 – 2010: The Federal University of Agriculture, Abeokuta.**

 B.Sc (Hons) Home Science Management

(Second Class Upper degree)

**2005: Victory Grammar School, Ikeja, Lagos.** WASSC

# PROFESSIONAL QUALIFICATIONS/TRAININGS

**2017: Chartered Institute of Taxation of Nigeria** (In View)

**2015: Associate Member**

 Chartered Institute of Personnel Management of Nigeria (CIPMN)

**2015: INTRODUCTORY TRAINING ON THE INTERNATIONAL FINANCIAL REPORTING STNDARD (IFRS)**

# WORK EXPERIENCE

**Lagos Internal Revenue Service (LIRS) *March2012 - date***

**Designation: Senior Revenue Supervisor (With Effect from July 2015 - date)**

**Job Title: Relationship Management Unit ( Dec 2017 – Date)**

* Review tax payers objection to tax liability and reconcile issues between taxpayers and the Revenue Authority liability computation.
* Critically examine and review taxpayers files and documents, such as Audited Financial Statements, payrolls and more, to ensure the correct tax liability was computed.
* Schedule a meeting date with company’s contact person that is within reasonable time frame-work of the LIRS
* Accurate extraction of taxable transactions from financial documents of the company i.e. Financial Statements and payment vouchers.
* Make recommendations to the Tax Audit and Assessment Units to amend tax liability, where applicable.
* Issue a Notice Of Refusal to Ammend letter to tax payers, where applicable.
* Issue letters to tax payers, requesting for appropriate documents to back up their objection claims.

**Job Title: Tax Audit (March 2012 – Nov 2017)**

* Examine weekly reports of group members to appraise their weekly performance.
* Review memos made by group members before passing it on to senior management.
* Take records of members of staff in the group who are absent from work.
* Responsible for the custody and redistribution of office supplies to group members and also accounting for its use.
* Mediate on issues between team members and assigned tax consultants (TAMA).
* Provide any staff report as requested by senior management from time to time.
* Provide support to group members as need arises.
* Ensure all tax audit notifications letters are received and acknowledged by a senior officer of the taxpayer.
* Schedule a tax audit date with company’s contact person that is within reasonable time frame-work of the LIRS
* Accurate extraction of taxable transactions from financial documents of the company i.e. Financial Statements and payment vouchers.
* Analysis of company financial documents presented by taxpayers in support of financial statement items and tax returns schedules
* Liaise with tax consultant and team members in preparation of tax audit reports to be used in raising assessment.
* Verify and review the audit report prepared by the tax consultant working for the Internal Revenue Board before it is submitted.
* Prepare memos and correspondences regarding assigned audit assignments

**Lagos Internal Revenue Service**

**Designation: Revenue Supervisor (March 2012 – June 2015)**

***Job title:*** *Tax Audit*

* Ensure all tax audit notifications letters are received and acknowledged by a senior officer of the taxpayer.
* Schedule a tax audit date with company’s contact person that is within reasonable time frame-work of the LIRS
* Accurate extraction of taxable transactions from financial documents of the company i.e. Financial Statements and payment vouchers.
* Analysis of company financial documents presented by taxpayers in support of financial statement items and tax returns schedules
* Liaise with tax consultant and team members in preparation of tax audit reports to be used in raising assessment.
* Verify and review the audit report prepared by the tax consultant working for the Internal Revenue Board before it is submitted.
* Prepare memos and correspondences regarding assigned audit assignments

# KEY SKILLS

**COMMUNICATION**

**Adept Verbal Skills**

* Consistently voted to be the team leader during class presentations while in the university.
* Enlightened over 100 students on the power of the mind and organized outreaches while on campus.

**Written Skills**

* Ability to construct words in a sequential manner.
* Was an editor for a blog for a short while.

**TECHNICAL SKILLS**

* Proficient in the use of Microsoft Word, Excel, and PowerPoint
* Avid researcher: If the information is out there, I can find it.
* Sound in the use of Windows (Vista, 7, 8); and also connecting and communicating the operating system with other devices.

**OTHER SKILLS**

* Adept information-processing and interpretation skills
* Analytical skills

**HONOURS AND AWARDS**

* Graduated top 5% in Lagos Internal Revenue Service staff training school
* Consistent ‘Good’ rating in Lagos State Internal Revenue annual staff appraisal.
* Graduated top 5% from my class in the university.